



## Introduction to Microsoft Teams

**Course Description:** This course is intended for participants with a basic understanding of Windows and Microsoft applications. Participants will gain efficiency in using many of Team’s features to communicate and collaborate within (and outside) their organization.

**Prerequisites:** A basic knowledge of / experience with Windows and Microsoft applications. No prior experience with MS Teams is needed, but it is recommended to download the Teams desktop app prior to the course, as the course will be held through Teams, and we will be focusing on the desktop app version of Teams.

**Course Presenter:** Izzy Perry

**Course Content:**

**1. What is Teams?**

- Accessing Teams
- The teams interface
- Settings and notifications
- Activity feed
- Messaging and chats
- Apps

**2. Creating and Managing Teams**

- Create a team
- Manage your team

**3. Channels**

- Standard channels
- Private channels
- Managing channel
- Channel tabs
- Channel notifications
- Conversations

**4. Meetings**

- Call from chat
- Instant meetings
- Scheduling meetings
- Join a meeting
- Meeting settings and features

**5. Working with Files**

- Accessing files
- Sharing files
- Editing and downloading files
- Moving Files

**Dates & Times** (Please Select Session Date/Time):

**Location: Online**

<input type="checkbox"/>	06-Oct-2021 8:30AM to 12:00 MDT	<input type="checkbox"/>	10-Nov-2021 8:30AM to 12:00 MDT
<input type="checkbox"/>	14-Oct-2021 8:30 AM to 12:00 MDT	<input type="checkbox"/>	15-Dec-2021 8:30AM to 12:00 MDT
<input type="checkbox"/>	21-Oct-2021 8:30 AM to 12:00 MDT		

**LCA Members: \$ 145.00 (+GST); Non-Members \$ 199.00 (+GST)**

Company: \_\_\_\_\_  
 Attendee(s): \_\_\_\_\_  
 E-mail/Phone: \_\_\_\_\_  
 Payment Type: Visa \_\_\_\_ Mastercard \_\_\_\_ Cheque\_\_\_\_ Invoice (Members Only) \_\_\_\_  
 \_\_\_\_\_  
 Credit Card Number Expiry Date

**E-mail: lloydca3@telus.net**

**No refunds will made after course link has been sent.**